



DEPARTMENT OF

Education

STATE OF MAINE

*Statewide Longitudinal Data System*

2009-2010

# Maine SLDS Data Quality Training

° Just-In-Time °

*CTE Enrollment and Entry  
Refresher*

# Help others hear the webinar...

- Please mute your phone by pressing \* 6.
- To ask a question, simply push \* 6 again.

*Thank you!*



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# Session Agenda

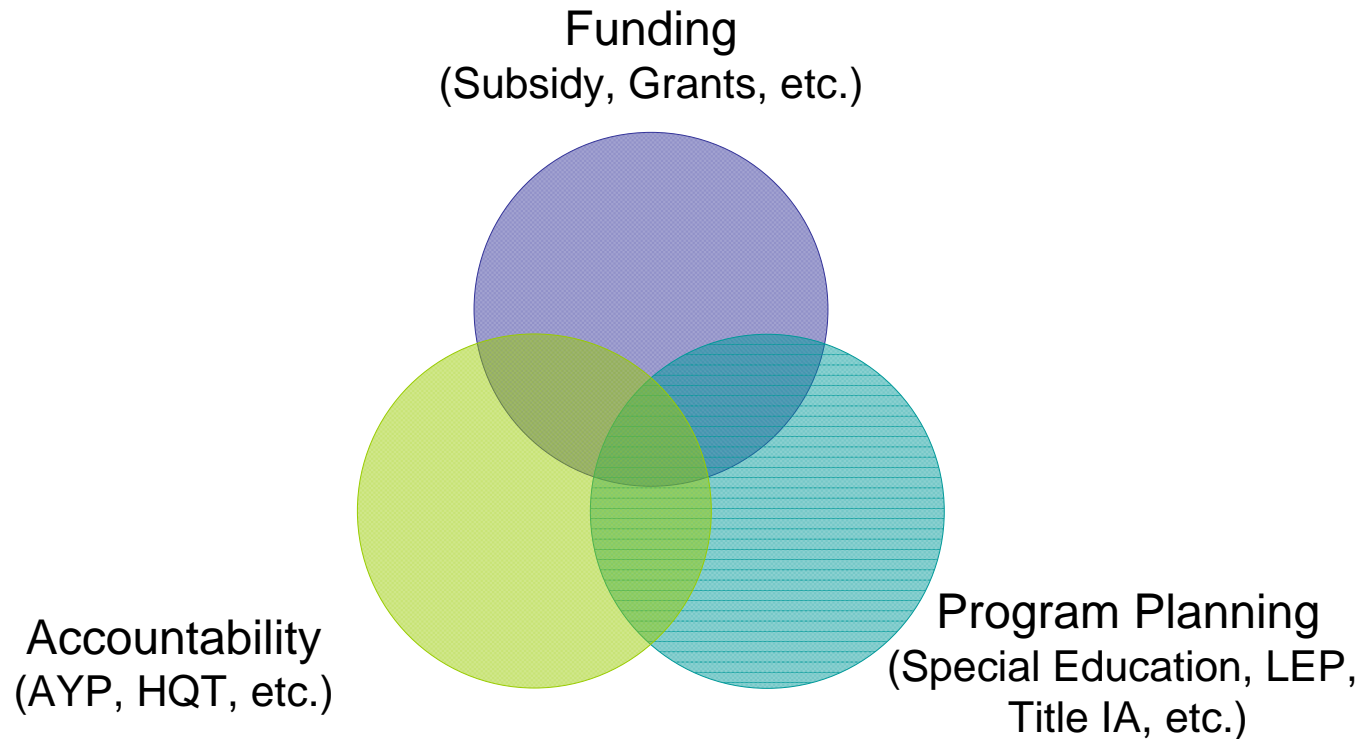


- Why is it important to verify/certify your data?
- Data Standards and User Reference
- Student Completion Status Report
- Security Necessary
- CTE Data – a Two Part Process
  - Partial Enrollment
  - CTE Tab Entry
- Helpful Reports
- Additional Information
- Wrap-up



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# Data is used for many purposes!

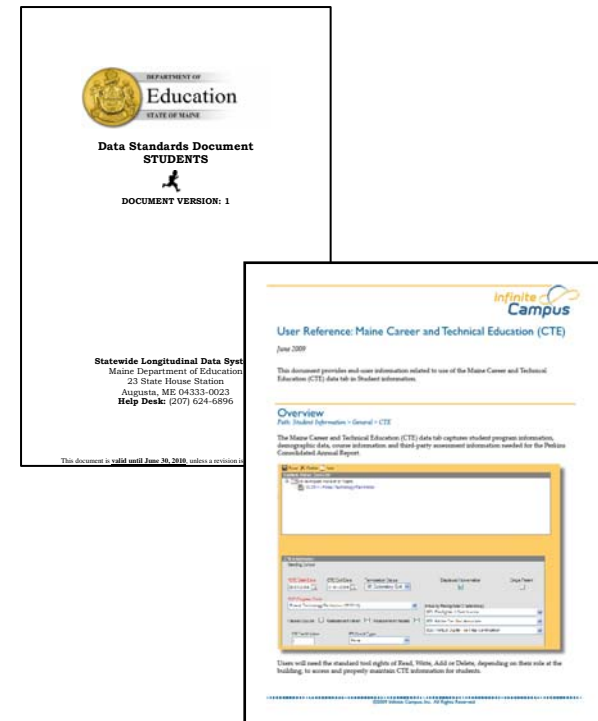


# Accurate vs. Valid

- Ewe, two, must no wear you're data is and who can sea it!
  - A spell check on this sentence would return no errors!
  - There's a BIG difference between having valid data and accurate data.

# Data Standards Documents

- When determining the accuracy of your data, please refer to the Data Standards Document
- <http://www.maine.gov/education/medms/XMLlinks2Stage.htm>
- For CTE entries, you should also refer to the document - User Reference: Maine Career and Technical Education (CTE)





# A complete student record

## Primary Enrollment at Sending School

### *Part 1*

A partial enrollment  
at a CTE school

Ensure accuracy at 10/1  
and 4/1 counts (at minimum)

### *Part 2*

A CTE tab entry  
at the CTE school

Ensure accuracy by the  
end of the year

# Public Student Completion Status Report

- <http://www.maine.gov/education>
- >MEDMS
  - >Student
    - > 1. Student Data Entry Completion Status

<http://www.maine.gov/education/medms/studentinfolist.htm>



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# Student Completion Status

- (Concurrent=Partial)

| SAU Name       | School Name                      | Primary<br>Enrollments | Invalid<br>Primary<br>Enrollments | Concurrent<br>Enrollments | Invalid<br>Concurrent<br>Enrollments |
|----------------|----------------------------------|------------------------|-----------------------------------|---------------------------|--------------------------------------|
| <b>Schools</b> |                                  |                        |                                   |                           |                                      |
|                | rd School                        | 289                    |                                   |                           |                                      |
|                | l School                         | 52                     |                                   |                           |                                      |
|                | i & Technology H S               |                        |                                   | 504                       | 4                                    |
|                | n School                         | 912                    |                                   |                           |                                      |
|                | t School                         | 278                    |                                   |                           |                                      |
|                | ool                              | 467                    |                                   | 1                         |                                      |
|                | <b>Schools Enrollment Totals</b> | 6970                   |                                   | 505                       | 4                                    |

# Security Roles Necessary

- Access to different reports/downloads depends on your account permissions
- Contact the MEDMS Helpdesk for support on user accounts: [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)



# Part 1 – Student Enrollment

**Standard, Stu**  
Grade:11 #130021719 DOB:03/30/1999 Gender:M

[Summary](#) **[Enrollments](#)** [Programs](#) [Assessment](#) [Behavior](#) [Graduation](#) [Records Transfer](#)

[Print Enrollment History](#) [New](#)

**Enrollment Editor**

| Edit  | Grade | Type | Calendar   | Start Date | End Date |
|---|-------|------|--|------------|----------|
|    | 11    | P    | Westbrook School Department 09-10<br>Westbrook High School | 09/09/2009 |          |
| <i>Start Status: 99 Maine Default</i>   |       |      |  |            |          |
| <i>End Status:</i>  |       |      |  |            |          |
|  | 11    | S    | Westbrook School Department 09-10 WRVC                     | 09/09/2009 |          |
| <i>Start Status: 99 Maine Default</i>   |       |      |  |            |          |
| <i>End Status:</i>  |       |      |  |            |          |

# Entering Student Enrollments

- Process
  - Import
  - Manual Entry
- Student Enrollment History
  - Students previously enrolled in your school
  - Student never enrolled in your school

## Part 2 - Entering a CTE tab Entry

- On the CTE tab, click “New”

**CTE Information**

Sending School  
1430: Westbrook High School

\*CTE Start Date 09/09/2009 CTE Exit Date Termination Status Displaced Homemaker Single Parent

\*CIP/Program Code Industry Recognized Credential(s)

Passed Course Assessment Taken Assessment Passed

PS Credit Value PS Credit Type

# For DE Users Only

- If you are using District Edition, and the student's primary enrollment is in another unit, you will be prompted to enter the sending school's ID. Once this has been entered, you can proceed to the CTE tab fields.

Either this student has no primary enrollment under the selected year, or the selected school has not approved any CIP programs. Please select another year or if the student has a primary enrollment at a different school, enter the school number below.

| CTE Information       |   |
|-----------------------|---|
| Sending School Number | <input type="text"/> <input type="button" value="Verify Enrollment"/> |



# Reports in Infinite Campus State Edition

- Reports will download in Excel format
- If corrections are necessary, they need to be made in Campus, and then rerun

# Helpful Reports

- Invalid Enrollments Report
  - Identifies enrollments which are missing required State Reporting fields.
  - These invalid enrollments are not being counted for funding purposes.
- Attending Student Download
  - Lists student enrollments
- CTE Verification Report
  - Lists CTE tab entries for verification purposes

# Using Excel to Verify Your Data

- Select a cell with a column heading
  - Select:
    - Data>Filter>AutoFilter
      - Use the menus to
        - » sort
        - » select
        - » Exclude
- Format>Column>Hide
- Window>Freeze Panes (freezes row/clmn hdg)

# Additional Info

- Guidance on Enrolling Students Participating in Career and Technical Education Programs:  
<http://www.maine.gov/education/medms/cteenrollments.htm>
- Student Information Page:  
<http://www.maine.gov/education/medms/studentinfolist.htm>

# Where to get information about the collections

- Use administrative and informational letters: <http://www.maine.gov/education/edlettrs>
- The MEDMS webpage:
  - <http://www.maine.gov/education/medms>
- The blog: <http://blog.slds.me>
- Maine SLDS on Twitter:
  - <http://www.twitter.com/maineslds>



# Session Review

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# Session Evaluation

- Thank you for joining me!
- Please take a few minutes to complete the evaluation of this session.
- “Webinar Evaluation” in the DQ Training System (<http://moodle.slds.me>)
- Once you have completed the evaluation, a certificate of participation will be available for download.